



Oregon Joint Force Headquarters
HUMAN RESOURCES OFFICE/HR
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BRAC AFFECTED UNITS STRONGLY ENCOURAGED TO APPLY!

Announcement #AR06-080

CONTRACT SPECIALIST-Indefinite

Selectee may convert to permanent status without further competition

Nationwide Army Technician Vacancy Announcement

Open Date: 31 May 2006

Closing Date: **30 June 2006**

Series/Grade: GS-1102-09

Salary Range: \$44,726 - \$58,149 Per Yr

OBR: 01A **WO BR:** 011A

PD#:OFF: 70258 **WO:** 70328 **ENL:** 70329

ENL CMF: 71 **ENL MOS:** 42A/F/L, 44C, 92A/Y/Z

Location: USPFO-P&C Division, Salem, Oregon

Type of Appt: Excepted **X** Officer **X**
Warrant **X** Enlisted **X**

PCS: PCS is not authorized

Areas of Consideration:

First Area: Current permanent full-time technicians of the Oregon ARNG.

Second Area: Current members of the Oregon ARNG.

Third Area: Individuals eligible for membership in the Oregon ARNG.

Summary of Duties:

Incumbent is responsible for numerous contracting transactions, such as conducting and/or participating in contract negotiation, supply and service acquisition, and construction, initiates contracting actions, contract award, contract administration, to contract close-out. Procures a variety of supplies, services, and construction projects to include facility modification, rehabilitation, maintenance and new construction.

Method of Evaluating Qualifications:
Knowledge, Skills and Abilities (KSA)

Candidates will be evaluated on the KSAs listed below. In addressing each KSA you should describe, accurately and completely, the tasks, activities, education and experience which demonstrates your possession of the KSA listed below. Also, **give the percentage of time or number of months you performed the KSA.** Include all military experience, qualifications or training in MOS related to the position. Mere possession of an MOS is not necessarily qualifying experience; months of actual experience is the qualifying factor.

APPLICATIONS WILL BE EVALUATED ON THE FOLLOWING EXPERIENCE, KSAs:

General Experience

Experience in clerical, administrative or technical work, which demonstrates knowledge of purchasing procedures, practices, or regulations; or experience, which demonstrates ability to meet and deal satisfactorily with others.

Basic Qualifications Requirements – Contracting Specialist GS-1102-07/09

1. A Bachelor's degree from an accredited college or university and at least 24 semester hours in any combination of the following fields; accounting, business, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.
2. In accordance with section 1724 of title 10, United States Code as amended by P.L. 107-107 (Sec. 808), dated 12/28/2001, those personnel in a GS-1102 position on or prior to September 30, 2000 only require 24 semester hours in any combination of the following fields; accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Additional Experience & Education Requirements

GS-09: 2 full academic years of progressively higher level graduate education or masters or equivalent doctoral degree or one year equivalent to at least the GS-07 level.

Specialized Experience

On a separate sheet of paper, identify how you gained specialized experience required for this position. Applicants applying at the **GS-09** level must have **24 months** experience in positions that demonstrate the following knowledge, skill, and abilities (KSAs):

1. Knowledge of a variety of moderately complex contracts and the use of applicable clauses and provisions.
2. Knowledge of contracting regulations, procedures, and policies.
3. Knowledge of pertinent product characteristics and sources of supply sufficient to identify commercial or other established sources and solicit bids or quotes for repetitive items or services when specifications are established.

4. Knowledge of price analysis, techniques, and business practices sufficient to evaluate price data on the basis of comparative prices, standard price list, or previous prices.
- 5: Skill in dealing with others in a work relationship to present information orally and in written form.

Substitution of Education for Specialized Experience

A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the type of work of the position.

Additional Desirable Qualities

The Oregon National Guard is seeking applicants for full time positions that are capable of recruiting additional members into both the Oregon National Guard and our full time workforce. Knowledge of our culture, our mission and vision, and the core values of the Oregon National Guard are essential in this endeavor. Be prepared to answer questions about the mission, vision and core values of the organization if selected for an interview.

Oregon National Guard Core Values

Loyalty, Integrity, Pride, and Professionalism (LIPP)

Oregon National Guard Mission

The Oregon National Guard will provide the citizens of the State of Oregon and the United States with a ready force of citizen soldiers and airmen, equipped and trained to respond to any contingency natural or manmade.

Oregon National Guard Vision

The Oregon National Guard, striving for excellence and focused on readiness.

Special Information

Unit of military assignment is any unit supported by **USPFO** in **OFF BR: 01A WO MOS: 011A ENL CMF: 71 ENL MOS: 42A/F/L, 44C, 92A/Y/Z** (Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program. Acceptance of a permanent or indefinite position with the Oregon National Guard will cause termination from any Guard recruitment bonus or Guard Paid Student loan. A law enforcement background check may be required prior to appointment to this position. By submitting a resume or application for this position, you authorize this agency to accomplish the check. This is a **Dual-Status** position and membership in the Oregon National Guard is required.

Your comprehensive resume or OF 612 (Optional Application for Federal Employment) must contain:

(In addition to specific information requested in the job vacancy announcement)

JOB INFORMATION

Announcement number, title, and grade(s) of the job for which you are applying.

PERSONAL INFORMATION

Full name, mailing address (with ZIP Codes) and day and evening phone numbers (with area code)

Country of citizenship (Most Federal jobs require United States citizenship.)

Reinstatement eligibility (If requested, attached SF 50 proof of your career or career-conditional status.)

Highest Federal civilian grade held (Also give job, series, and dates held)

AFSC(s)/MOS(s) you hold and your military rank.

EDUCATION

High school:
Name, city, and State (ZIP Code if known)

Colleges and universities:
Name, city, and State (ZIP Code if known)
Majors
Type of any degrees received (If no degree, show total credits and indicate whether semester or quarter hours.)

WORK EXPERIENCE

Give the following information for your paid and non-paid work experience related to the job for which you are applying: (Do not send position descriptions)

- Job title
- Duties and accomplishments
- Employers name and address
- Supervisors name and phone number
- Starting and ending dates (month and year)
- Hours per week
- Salary

Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

Job related training courses (title and year)

Job related skills, for example, other languages, computer software/ hardware tools, machinery, typing speed.

Job related certificates and licenses. (current only)

Job related honors, awards, special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Give dates but do not send documents unless requested)

APPLICATION PROCESS

Applications will be accepted in the Human Resources Office until 1630 of the announcement closing date. Original resumes or applications are required. All applications or resumes must be signed and dated in ink. Government postage paid envelopes may not be used to submit resumes or applications.

THE OREGON NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

SAMPLE RESUME FORMAT

Please read announcement/ KSAs carefully to ensure that all required information is provided. Contact HRO should you have any questions regarding what is required on your resume. There is no correct format as to how your resume should appear. Additional pages of your resume will include your Name and the Vacancy number on each page.

John P. Smith, IV

1234 Big Street Medium City, Any State 45678 H (555) 345-6789
emailname@Internetserviceprovider.org

Job Title announcement:

Announcement number: AR04-123A

ANY State Army National Guard

2/15/87 - 12/31/06

3rd Ranger Battalion

1234 Any Street , Any town, Any State 12345

(555) 123 – 4567

MAJ John Smith – Executive Officer

Job Title, Rank, GS-15, Step 09 (if Federal Position)

Starting pay: \$100,000 40 hours per week

Job Description (what your duties were / are). Please be specific.

Key accomplishments include:

- ✧ Planned and organized the armory maintenance function... Amount of time performed: 50%
- ✧ Revised maintenance schedule... Amount of time performed: 20%
- ✧ Prepared briefings for brigade... Amount of time performed: 10%
- ✧ Managed utilization and training of personnel... Amount of time performed: 20%

Big & Small Co.

2/15/64 – 2/14/87

78910 Main Street, Suite 100, Metro city, Any State 67891

(555) 234- 5678

Ms. Jane Smith - Account Manager

Your Job title

Starting pay: \$3.00 an hour 40 hours per week

Job Description (what your duties were / are). Please be specific.

Key accomplishments include:

- ✧ Maintained customer accounts... Amount of time performed: 70%
- ✧ Cold-calling for potential clients... Amount of time performed: 20%
- ✧ Additional duties: Computer maintenance... Amount of time performed: 10%